

Name of employee	Region	Course Title	Format	Course Dates	Course Estimate as per RSE-387	Reception date of completed application	Date of Approval by delegated manager	Reception date of reimbursement package	CAS Number	Tuition Advance	Tuition Advance CAS Number	Sent to NIRU	Final Amount with justification	Reimbursement of expenses & Settlement of Advances	Comments	Request count
ATL		NAT1-1006 Native Studies 1&2		2014-09-05 to 2015-04-20	\$ 1,500.00	already paid	2014-08-21	09-06-2015				\$	\$ 1,346.26	\$ 1,346.26		1
ATL		SOCI-2416 Inequality in Society 1 & 2		2014-09-05 to 2015-04-20	\$ 1,500.00	already paid	2014-08-21	09-06-2015	1916005520	\$0.00		\$	\$ 1,379.61	\$ 1,379.61		1
ATL		PSYC 1013 Introduction to Psychology		14-09-2015 to 21-12-2015	\$ 750.00	29-05-2015		11-02-2016				03-03-2016	\$ 827.00	\$ 827.00	livre 168.00 Posting P2P - March 15, 2016	1
ATL		KCLP 1001 - Leadership foundations	On-Line	01-05-2014 to 08-08-2014	\$ 750.00							11-02-2016	\$ 14.71	\$ 14.71	Old advance in 2014 of 740 - closed advance in 2015-2016 - amount paid 14.71	1
ATL		KCLP-2001 - Practicing leadership in community projects	On-Line	02-09-2014 to 2014-12-20	\$ 750.00							11-02-2016	\$ 14.25	\$ 14.25	Old advance in 2014 of 740 - closed advance in 2015-2016 - amount paid 14.25	1
ATL		BUS13313 HR Management		04-05-2015 to 19-06-2015	\$ 750.00	23-03-2015		already paid	1916014000			\$	\$ 749.48	\$ 749.48		1
ATL		BUS1202-18 Communications Management		06-07-2015 to 23-08-2015	\$ 750.00	16-06-2015		25-02-2016				03-03-2016	\$ 671.78	\$ 671.78	livre 79.75 -Posting P2P - March 15, 2016	1
GTA		ACT1-322 Management Actt. 2		17-09-2015 to 17-12-2015	\$ 481.48	21-07-2015		2016-09-26				27-04-2016	\$ 481.48	\$ 481.48	books 167.41 PAYE 1917004880	1
GTA		CIA 1003		2014-05-05 to 2014-06-09	\$ 356.40	13-05-2014		10-06-2015	1916006842			already paid	\$ 375.30	\$ 375.30	transfer from last FY - approved 10.02.2015 - course reimbursed	1
GTA		CIA 104		2014-06-23 to 2014-07-28	\$ 356.40	13-05-2014		24-08-2015	1916014009			already paid	\$ 1,125.00	\$ 1,125.00	transfer from last FY - approved 10.02.2015 - course reimbursed	1
GTA		BADM 2000		01-05-2015 to 13-06-2015	\$ 1,000.00	13-04-2015		2015-11-01				29-01-2016	\$ 851.68	\$ 851.68	livre 165.57	1
GTA		AHSS 1230		13-06-2015 to 23-08-2015	\$ 1,000.00	13-04-2015		2015-11-01				29-01-2016	\$ 794.72	\$ 794.72	livre 108.15	1
GTA		69-330 International Trade Compliance		11-09-2015 to 03-10-2015	\$ 1,400.00	24-08-2015		26-04-206				27-04-2016	\$ 680.96	\$ 680.96	1 credit - confirmed by phone with U. of Windsor @50%- PAYEE	1
GTA		69-330 International Trade Compliance		11-09-2015 to 03-10-2015	\$ 1,400.00	24-08-2015		26-04-2016				27-04-2016	\$ 820.08	\$ 820.08	submitted advised by TC on March 30, 2016 PAYE	1
GTA		LHA 1185 Leadership in Organizations		05-01-2015 to 01-04-2015	\$ 1,500.00	18-11-2014		2015-11-24				21-03-2016	\$ 1,512.97	\$ 1,512.97	Posting P2P - March 31, 2016	1
GTA		CC 102 Intro to Crim. Justice System		05-01-2015 to 06-04-2015	\$ 900.00	18-12-2014		07-07-2015	1916013862			21-03-2016	\$ 1,719.22	\$ 1,719.22	reimbursed oct 23, 2015	1
GTA		CC380 Theories of Crime II		10-09-2015 to 09-12-2015	\$ 900.00	août 2015		26-04-2016				27-04-2016	\$ 857.24	\$ 857.24	book 86.00 PAYE	1
NOR		LEAD 6400	In-Class	09-03-2015 to 03-05-2015	\$ 2,684.11	17-12-2014		26-04-2016				27-04-2016	\$ 2,684.11	\$ 2,684.11	PAYE 1917001642	1
NOR		LEAD 6200 Leadership of Org. Change	In-Class	11-05-2015 to 05-07-2015	\$ 2,684.11	21-05-2015		to be app T&MPT				11-08-2016	\$ 2,685.46	\$ 2,685.46	PAYE 1917010632	1
NOR		LEAD 6500 Ethics in Leadership	In-Class	13-07-2015 to 06-09-2015	\$ 2,684.11	21-05-2015		to be app T&MPT				11-08-2016	\$ 2,685.46	\$ 2,685.46	PAYE 1917010635	1
NOR		LEAD 6800 Personal Skills Self-Assessment	In-Class	24-09-2015 to 01-10-2015	\$ 3,874.22	21-05-2015		to be app T&MPT				11-08-2016	\$ 3,875.46	\$ 3,875.46	PAYE 1917010634	1
NOR		LEAD 6720 Politics of Org.	In-Class	19-10-2015 to 13-12-2015	\$ 2,684.11	21-05-2015		to be app T&MPT				11-08-2016	\$ 2,685.46	\$ 2,685.46	PAYE 1917010633	1
NOR		LEAD 6740 Coaching and Developing Others	In-Class	04-01-2016 to 28-02-2016	\$ 2,684.11	21-05-2015		to be app T&MPT				27-07-2016	\$ 2,685.46	\$ 2,685.46	PAYE 1917006661	1
PAC		OFAD 133 Business Communications 1		2015-03-09 to 2015-05-29	\$ 449.79	2014-08-11		2015-11-24				21-03-2016	\$ 422.59	\$ 422.59	book 111.30 -Posting P2P - March 31, 2016	1
PAC		OFAD 135 Employment Skills		2015-09-20 to 2015-10-15	\$ 299.92	2014-08-11		2015-11-24				29-03-2016	\$ 321.38	\$ 321.38	book 178.50 -Posting P2P - March 31, 2016	1
PAC		OFAD 135 Administrative Procedures 1		2015-09-02 to 2015-10-06	\$ 399.83	2014-08-11		2015-11-24				21-03-2016	\$ 352.40	\$ 352.40	book 86.10 -Posting P2P - March 31, 2016	1
PAC		ADMIN 556 Public Policy Process		09-09-2015 to 11-12-2015	\$ 1,036.59	01-08-2014		2015-11-24				27-04-2016	\$ 1,092.93	\$ 1,092.93	transfer from last year - books 124.29 PAYEE	1
PAC		ADMIN 502B Data Analysis and Interpretation		06-05-2015 to 14-08-2015	\$ 1,100.24	09-04-2015		octobre 2015	1916019070				\$ 968.64	\$ 968.64		1
PAC		Negotiations Crisis and hostage		2016-01-04 to 2016-02-04	\$ 1,800.00	2015-11-30						24-03-2016	\$ 1,570.57	\$ 1,570.57	posting p2p - march 31, 2016	1
PAC		CPSC 113 Computer Hardware		11-05-2015 to 18-06-2015	\$ 610.00	02-04-2015		août 2015	1916015389				\$ 532.98	\$ 532.98		1
PAC		CPSC 304 Intro to Relational Databases		11-05-2015 to 18-06-2015	\$ 610.00	02-04-2015		2015-11-24				27-04-2016	\$ 498.81	\$ 498.81	PAYE	1
PAC		STAT 300 Intermediate Statistics		08-09-2015 to 19-12-2015	\$ 900.00	07-08-2015		23-06-2015				03-03-2016	\$ 935.94	\$ 935.94	PAYE	1
PAC		INTLS02 Advanced Analytical Techniques		04-05-2015 to 08-07-2015	\$ 1,965.00	26-02-2015		25-02-2016				03-03-2016	\$ 2,072.27	\$ 2,072.27	Posting P2P - March 15, 2016	1
PAC		Intro. to Criminology (CRIM 100)		01-05-2015 to 30-08-2015	\$ 800.00	29-12-2014		2015-11-24				29-03-2016	\$ 757.01	\$ 757.01	posting p2p - march 31, 2016	1
PAC		Intro. to Criminal Justice Syst. (CRIM 2521)		01-09-2015 to 31-12-2015	\$ 800.00	29-12-2014		2015-11-24				06-10-2016	\$ 819.71	\$ 819.71	PAYE 2015-2016 -	1
PAC		Intro. to Crim. Law (CRIM 135)		01-09-2015 to 31-12-2015	\$ 800.00	29-12-2014		2015-11-24				29-03-2016	\$ 841.95	\$ 841.95	posting p2p - march 31, 2016	1
PAC		HRMT216 HR Management	On-Line	01-04-2015 to 01-07-2015	\$ 781.00	26-02-2015		2015-11-24				21-03-2016	\$ 781.00	\$ 781.00	Posting P2P - March 31, 2016	1
PAC		LGST 332 Administrative Law	On-Line	01-10-2014 to 31-01-2015	\$ 690.00	11-02-2016		2015-11-24				11-02-2016	\$ 690.00	\$ 690.00	Old advance in 2014 of 777 - closed advance in 2015-2016 - amount paid 69.00	1
PAC		IDBL485 Workplace injury	On-Line	03-07-2014 to 30-09-2014	\$ 777.00							11-02-2016	\$ 4.00	\$ 4.00	Old advance in 2014 of 777 - closed advance in 2015-2016 - amount paid 4.00	1
PAC		Strategic Financial Management (PA2)		2014-09-08 to 2014-12-02	\$ 1,264.00	20-03-2014		août 2015	1916013875				\$ 1,690.00	\$ 1,690.00	transfer from last FY because of final exam - approved 10.02.2015	1
PAC		PHIL3118 Ethics and Public Policy		08-09-2015 to 15-12-2015	\$ 571.34	06-08-2015		25-02-2016				03-03-2016	\$ 471.19	\$ 471.19	Posting P2P - March 14, 2016	1
PAC		GEOG 251		06-01-2015 to 23-04-2015	\$ 588.51	05-12-2014		18-05-2015	1916010594				\$ 314.32	\$ 314.32	approved @ 50%	1
PAC		Geog 138		07-01-2015 to 15-04-2015	\$ 588.51	05-12-2014		19-05-2015	1916010652				\$ 395.51	\$ 395.51	approved @ 50%	1
PAC		GEOG 420		08-01-2015 to 16-04-2015	\$ 762.42	05-12-2014		19-05-2015	1916010695				\$ 381.21	\$ 381.21	approved @ 50%	1
PRA		JSGS 875 Politics of International Trade		2015-01-05 to 2015-04-30	\$ 2,001.00	20-01-41-30		octobre 2015	1916014164				\$ 2,001.00	\$ 2,001.00	submitted for approval 16.12.2014: 05.01.2015	1
PRA		Mgmt. of Technology 356S 879		05-09-2015 to 15-12-2015	\$ 2,001.00	26-03-2015		25-02-2016				03-03-2016	\$ 2,069.64	\$ 2,069.64	Posting P2P - March 15, 2016	1
PRA		Conflict and Accommodation DFL 312	On-Line	01-01-2015 to 30-06-2015	\$ 990.00	06-06-2015		août 2015	1916014140				\$ 861.00	\$ 861.00	has been submitted on time, see email from coordinator	1
PRA		JUS 3388 Orientation to DFL		09-09-2015 to 08-12-2015	\$ 261.62	12-08-2015		26-04-2016				27-04-2016	\$ 285.62	\$ 285.62	PAYE	1
PRA		JUS 3351 Intro to Research Methods		09-09-2015 to 08-12-2015	\$ 630.00	12-08-2015		26-04-2016				27-04-2016	\$ 780.53	\$ 780.53	books 170.30 application 755 PAYEE	1
PRA		HUM 3350 Ethics in Justice		09-09-2015 to 08-12-2015	\$ 630.00	12-08-2015		26-04-2016				27-04-2016	\$ 662.81	\$ 662.81	PAYE	1
PRA		COMN 220 Comm. And Presentation Skills		04-05-2015 to 09-09-2015	\$ 650.00	10-10-2014		2015-11-24				03-03-2016	\$ 665.27	\$ 665.27		1
PRA		MMGT-200 Introduction to Business		08-09-2015 to 12-12-2015	\$ 625.00	10-10-2014		2015-11-24	1916014122				\$ 637.83	\$ 637.83	livre 162.83 - Posting P2P - March 15, 2016	1
PRA		Intelligence Analysis (Module 2)	On-Line	22-01-2015 to 22-05-2015	\$ 2,251.00	2014-05-20		août 2015	1916015200				\$ 3,158.69	\$ 3,158.69		1
PRA		Contemporary Issues in Crime (Module 3)	On-Line	22-05-2015 to 22-09-2015	\$ 2,251.00	2014-05-20		août 2015	1916015201				\$ 3,158.69	\$ 3,158.69		1
PRA		Terrorism, Counter Terrorism (Module 4)	On-Line	12-09-2015 to 22-01-2016	\$ 2,251.00	2014-05-20		août 2015				21-03-2016	\$ 4,861.16	\$ 4,861.16	Posting P2P - March 31, 2016	1
PRA		COMP 1260 Introductory Computer Usage 1		06-01-2015 to 10-04-2015	\$ 575.00	2-10-2014		11-02-2016				03-03-2016	\$ 430.95	\$ 430.95	Posting P2P - March 15, 2016	1
PRA		SOC 3710 Sociology of Criminal Careers		06-01-2015 to 10-04-2015	\$ 575.00	2-10-2014		11-02-2016				03-03-2016	\$ 555.27	\$ 555.27	livre 182.07 -Posting P2P - March 15, 2016	1
PRA		GOVN 301 Governance, the Public Sector	On-Line	2014-09-01 to 2015-07-02	\$ 723.00	2014-06-25		29-01-2016				29-01-2016	\$ 702.00	\$ 702.00	transfer from last FY - approved 10.02.2015 livre 35	1
QUE		GRH1600 Intro à la gestion des RH		08-09-2015 to 23-12-2015	\$ 500.00	05-08-2015		27-05-2015	1916006874			21-03-2016	\$ 360.76	\$ 360.76	Posting P2P - March 31, 2016	1
QUE		GRH 23814 Planif. Stratégique		04-05-2015 to 23-06-2015	\$ 450.00	27-03-2015		06-07-2015					\$ 439.70	\$ 439.70	recue par la coord. Régionale le 20 novembre 2014, mais pas envoyée à HQ	1
QUE		GRH 23814 Admin. De la convention collective		12-01-2015 to 27-04-2015	\$ 450.00	25-05-2015		27-05-2015	1916006859				\$ 377.30	\$ 377.30	livre 42.65 - Posting P2P - March 15, 2016	1
QUE		GRH 23814 Gestion de la discipline		01-09-2015 to 15-12-2015	\$ 450.00	11-06-2015		11-02-2016				03-03-2016	\$ 478.22	\$ 478.22		1
QUE		BMG 1312 Management Theory and Practice		06-01-2015 to 24-04-2015	\$ 474.00	23-12-2014		27-05-2015	1916015199				\$ 544.22	\$ 544.22	Posting P2P - March 14, 2016	1
QUE		BHM201 Organizational Behaviour		02-09-2015 to 12-12-2015	\$ 441.00	13-07-2015		11-02-2016				03-03-2016	\$ 410.34	\$ 410.34		1
QUE		ADM 1002 Initiation à la gestion	On-Line	03-03-2015 to 15-06-2015	\$ 415.00	26-02-2015		03-09-2015	1916015393				\$ 410.34	\$ 410.34		1
QUE		ENP 7132 Principes, processus et méthodes		05-01-2015 to 24-04-2015	\$ 450.00	09-07-2014		27-05-2015	1916006650				\$ 365.62	\$ 365.62		1
QUE		ENP7431 L'État et la mondialisation		31-08-2015 to 21-12-2015	\$ 375.00	27-07-2015		25-02-2016								

SOR	PSYC 3P53 Forensic Psychology		05.05.2015 to 05.06.2015	\$	860	14.04.2015	29-01-2016		November	29-01-2016	\$	774.93	\$	774.93	received 2015-11 - original rec'd & ver'd. For MC approval Jan. 4, 2016 - livre 109.7	1				
HRB	ECO 6120 Macroeconomic Theory IV	In-Class	2015-01-12 to 2015-04-14	\$	1,471.58	2014-08-19	2016-01-29			29-01-2016	\$	1,377.58	\$	1,377.58	amendment to fee (PT to FT)	1				
HRB	ECO 6999 Major Paper	In-Class	2015-01-12 to 2015-04-14	\$	1,471.58		2016-01-29			29-01-2016	\$	1,377.59	\$	1,377.59		1				
COMP	Business Decision Models ADM2302Q	In-Class	12.01.2015 to 14.04.2015	\$	1,000.00	06.01.2015	29-01-2016			29-01-2016	\$	817.76	\$	817.76	livre 103.11	1				
COMP	Intermediate Accounting 1ADM2342H	In-Class	12.01.2015 to 14.04.2015	\$	1,100.00	06.01.2015	2015-11-24			29-01-2016	\$	968.70	\$	968.70	livre 128.82 = fee fee 125.23	1				
PROG	LNG 1100-W3 Grammaire et stylistique	On-Line	09.01.2014 to 29.04.2015	\$	382.16	17.12.2014	already paid	20.05.2015		1916006612				378.83		1				
OPS	PHIL 333 Professional Ethics	On-Line	01.03.2015 to 31.08.2015	\$	781.00	17.10.2014	already paid	10.09.2015		1916012883				781.00	amendment to dates 18.02.2015	1				
PROG	ACCT451 Advanced Financial Accounting	On-Line	01.08.2015 to 31.12.2015	\$	781.00	06.07.2015	to be app. By MC			21-03-2016	\$	781.00	\$	781.00	Posting P2P - March 31, 2016	1				
PROG	ACCT 454 Decision Analysis	On-Line	01.09.2015 to 31.01.2016	\$	781.00	22.07.2015				21-03-2016	\$	794.00	\$	794.00	Posting P2P - March 31, 2016	1				
PROG	TAXX 401 Taxation II	On-Line	01.11.2015 to 31.03.2016	\$	781.00	22.07.2015				21-03-2016	\$	794.00	\$	794.00		1				
PROG	PMIR 886 Negotiation, Conflict Resolution	In-Class	11.05.2015 to 05.06.2015	\$	1,992.90	05.05.2015	Approved oct 15 TLPMT			09-03-2016	\$	2,068.20	\$	2,068.20	approved @TLPMT 2015-10-15 - Posting P2P - March 23, 2016	1				
PROG	PMIR 851 Relationships in Organizations	In-Class	11.05.2015 to 05.06.2015	\$	1,992.90	05.05.2015	Approved oct 15 TLPMT			09-03-2016	\$	2,068.20	\$	2,068.20	approved @TLPMT 2015-10-15 - Posting P2P - March 23, 2016	1				
HRB	ADM1002 Initiation à la gestion	On-Line	01.09.2015 to 31.12.2015	\$	500.91	16.07.2015	to be app by MC			21-03-2016	\$	504.08	\$	504.08	Posting P2P - March 31, 2016	1				
PROG	CTB 1643	In-Class	08.09.2015 to 21.12.2015	\$	500.00	14.04.2015	25-02-2016	11-02-2016		03-03-2016	\$	410.72	\$	410.72	livre 101.77 Posting P2P - March 15, 2016	1				
PROG	MRT 1183	In-Class	05.05.2015 to 23.06.2015	\$	450.00	14.04.2015	2015-11-24			1916013903				441.73	paid october 23, 2015	1				
PROG	MNG 1673	In-Class	12.09.2015 to 04.10.2015	\$	500.00	21.08.2015	25-02-2016	11-02-2016		03-03-2016	\$	359.81	\$	359.81	Ai avisé coord. Que nous acceptons cette activité 16 fev. 2016 - livre 50.87	1				
COMP	CTB 1843 Fiscalité des particuliers	In-Class	01.12.2015 to 20.04.2015	\$	550.00	28.11.2014	2016-01-29	28.05.2015		29-01-2016	\$	650.78	\$	650.78	livre 290.06	1				
ISTB	MGMT 5140	In-Class	2015-01-05 to 2015-04-24	\$	1,800.00	2014-07-25	already paid	22.05.2015		1916006480				1,973.90		1				
PROG	TK1	On-Line	08-06-2015 to 03-09-2015	\$	1,380.00	2014-06-16				11-08-2016	\$	1,263.75	\$	1,263.75	transfer from last FY/ approved @TLPMT 16.10.2014 1917010731	1				
COMP	CPA Annual Student Fees	In-Class	CPA annual fees	\$	678.00	11-03-2016				21-03-2016	\$	678.00	\$	678.00	Posting P2P - March 31, 2016	1				
ISTB	PA1 - Issues in Professional Practice	In-Class	2014-09 to 2015-02 to provide new dates	\$	2,706.35	28.02.2014				1916019059				1,966.20	transfer from last FY - approved 10.02.2015	1				
ISTB	MBAS260 - The world of the general MNG & of strategic MG	In-Class	01-08-2015 to 31-12-2015	\$	950.00	20.11.2014					\$	950.00	1916010846	21-03-2016	\$	698.65	\$	251.35		1
ISTB	MBAS300 - Data Analysis	In-Class	01-08-2015 to 31-12-2015	\$	1,650.00	20.11.2014						\$	1,650.00	21-03-2016	\$	1,619.25	\$	30.75		1
ISTB	MBAS235 - Management skills	In-Class	01-08-2015 to 31-12-2015	\$	950.00	20.11.2014					\$	950.00	21-03-2016	\$	792.92	\$	157.08		1	
PROG	CMA module 6	In-Class	2015-02-22 to 2015-06-20	\$	2,780.00	2014-08-04	already paid	01.04.2015		1916006854				1,893.04		1				
PROG	CMA board report	In-Class		\$	1,923.52	2014-06-04	already paid	2015-08-01		1916011217				1,321.52	must go to TLPMT - amount bigger than estimate	1				
OPS	DOBA 800 Conceptual Foundations	NA	15.08.2015 to 20.11.2015	\$	6,555.00	13.05.2015	to be app T&LPMT			11-08-2016	\$	7,269.00	\$	7,269.00	PAYE 1917020745	1				
OPS	DOBA 801 Current Research	NA	01.11.2015 to 01.02.2016	\$	6,414.00	13.05.2015	to be app T&LPMT			11-08-2016	\$	4,289.00	\$	4,289.00	PAYE 1917020739	1				
OPS	DOBA 802 Mgmt. Research in Practice	NA	15.08.2015 to 20.11.2015	\$	6,555.00	13.05.2015	to be app T&LPMT			11-08-2016	\$	6,469.00	\$	6,469.00	PAYE 1917020741	1				
OPS	Introduction aux relations industrielles	On-Line	01.06.2015 to 01.03.2016	\$	459.91	22.04.2015	2015-11-24			21-03-2016	\$	379.91	\$	379.91		1				
OPS	PS1145 - International security in a changing world	On-Line	2016-01-04 to 2016-03-17	\$	9,000.00	2015-12-01	17-03-2016			27-04-2016	\$	9,031.09	\$	9,031.09	book 39.48 PAYE	1				
ISTB	ADX 6280 Operations Mgmt. 2	In-Class	2015-09-12 to 2015-12-23	\$	2,215.00	2015-09-11				27-07-2016	\$	4,745.69	\$	4,745.69		1917009577 PAYE	1			
ISTB	ADX 6250 Internat. Corporate Financial Policy	In-Class	2015-09-12 to 2015-12-23	\$	2,215.00	2015-09-11				27-07-2016	\$	4,745.69	\$	4,745.69		1917009579 PAYE	1			
ISTB	ADX 5360 Strategy Formulation	In-Class	2015-09-12 to 2015-12-23	\$	4,480.00	2015-09-11				27-07-2016	\$	4,745.69	\$	4,745.69		1917009581 PAYE	1			
HRB	INF 4123 Outils informatiques	In-Class	12.01.2015 to 20.04.2015	\$	500.00	12.03.2014	already paid	12.06.2015		1916006693				348.82		1				
HRB	SIS 1023 Systèmes intégrés de gestion	In-Class	06.04.2015 to 30.06.2015	\$	500.00	12.03.2015	2015-11-24			21-03-2016	\$	351.79	\$	351.79	Posting date P2P - March 31, 2016	1				
OPS	CML 1105 Public International Law	In-Class	2014-09-03 to 2015-04-24	\$	2,075.00	2014-05-22	already paid	12.06.2015		1916013499				4,177.21	submitted for approval 16.12.2014; 05.01.2015	1				
OPS	DRK 4521 International Humanitarian Law	In-Class	24.05.2015 to 29.05.2015	\$	2,081.60	22.05.2015	to be app T&LPMT			25-05-2016	\$	2,001.66	\$	2,001.66	TLPMT - Sent an email to e-e to see if situation is still valid Dec. 21, 2015. E'e confirmed Dec. 21. PAYE 116172689 - 1917004221	1				
OPS	CML3213 Statutory Interpretation	In-Class	09.09.2015 to 09.12.2015	\$	1,781.00	06.08.2015				25-05-2016	\$	855.10	\$	855.10	PAYE 116172689 - 1917004220	1				
OPS	CML3397A Immigration and Refugee Law	In-Class	09.09.2015 to 09.12.2015	\$	1,781.00	06.08.2015				25-05-2016	\$	833.05	\$	833.05	PAYE 116172689 - 1917004223	1				
ISTB	INF1183 Intelligence artificielle	In-Class	09.09.2015 to 16.12.2015	\$	419.12	07.07.2015	to be app by MC			21-03-2016	\$	371.89	\$	371.89	Posting P2P - March 31, 2016	1				
COMP	SIS 1033 Gestion des processus d'affaires	In-Class	10.09.2015 to 17.12.2015	\$	446.79	04.05.2015	25-02-2016	18-02-2016		03-03-2016	\$	446.79	\$	446.79	Posting P2P - March 15, 2016	1				
OPS	Business & Legal concepts 1	In-Class	02.03.2015 to 07.06.2015	\$	389.30	04.04.2014				27-07-2016	\$	389.30	\$	389.30	approved 10.02.2015 - PAYE 1917009662	1				
		64		\$	1,235.23						\$	188,887.76	\$	185,592.28		147				

Name of employee	Region	Course Title	Institution	Delivery	Course Dates	Course Estimate as per BSF-387	Reception date of reimbursement package	Date of Approval by delegated manager	Tuition Advance	Tuition Advance CAS Number	Sent to NIRU	Final Amount with justification	Reimbursement of expenses & Settlement of Advances	Comments
	ATL	BUSI 3311 Small Business Mgmt.	MSVU	In-Class	10-01-2016 to 10-04-2016	\$ 750.00	06-Jun-16	06-Jun-16			23-06-2016		\$ 752.19	
	ATL	BUSI 4400 Business Policy	MSVU	In-Class	10-01-2016 to 10-04-2016	\$ 750.00	06-Jun-16	06-Jun-16			23-06-2016		\$ 768.99	
	ATL	Business 2400 - decision modeling	Memorial University of Newfoundland & Labrador	In-Class	06-01-2016 to 20-04-2016	\$ 500.00		06-Jun-16			06-10-2016		\$ 640.95	submitted after course started. Advise the coordinator, but took the application as it was completed before the course start. Sent email to coord. 3-3-2016
	GTA	CRIS 492 Criminal Organizations	Athabasca University	In-Class	01-02-2016- 12-04-2016	\$ 794.00		06-Jun-16			23-06-2016		\$ 794.00	Employee was on a waiting list for last year. When we advised him we could take him he re-register from Feb. to July 2016. Sent request for approval to MC Jan 8, 2016.
	GTA	LHA 1173 Intro to adult education	University of Toronto	In-Class	11-01-2016 to 30-04-2016	\$ 1,449.00		06-Jun-16			27-09-2016		\$ 1,597.53	rec'd amend form on April 27, 2016
	NOR	BUS 6800 Readings in Leadership	University of Guelph	In-Class	07-03-2016 to 01-05-2016	\$ 2,684.11		06-Jun-16			27-07-2016	\$2,685.46	\$ 2,685.46	
	PAC	MEDI 2500 - Advanced Fire Fighting Officer Certification	NA	NA	20-06-2016 to 25-06-2015	\$ 1,406.14	resubmitted Apr 11, 15		\$1,406.14	\$1,406.14	2016-04-12		\$ 1,406.14	Request were submitted to the T&LPMT 2015-2016 - March 4, 2016. Approval was obtained for these courses. We transferred the courses in 2016-2017 as T&LPMT approved the courses to be reimbursed. March 17, 2016. Advise coordinator that advance will be accepted for 16-17 to submit revised applications with appropriate dates. 21-03-2016. Receive new package april 11, 2016.
	PAC	MEDI 1500 - Basic Safety Training			30-05-2016 to 08-06-2016	\$ 1,768.51	resubmitted Apr 11, 16		\$1,768.51		2016-04-12			Employee still awaiting his reimbursement. Documents were received in HQ but never processed. During the last week of Aug. 2017, I communicated with the e to obtain documents again. He does not have the documents anymore. I have prepared a package with the documents we had on file for Stéphanie on which we will stamp - TRIAT AS ORIGINAL and finally submit the package to NIRU in order for the employee to receive his package. I have verified with P50C and no reimbursement was issued to the employee for MEDI1500. Sept. 1, 2017 MD. See file for all emails.
	PAC	CPSC 418 - Parallel computation	University of British Columbia	In-Class	04-01-2016 to 08-04-2016	\$ 650.00		06-Jun-16			27-07-2016	\$498.81	\$ 498.81	Request were submitted to the T&LPMT 2015-2016 - March 4, 2016. Approval was obtained for these courses. We transferred the courses in 2016-2017 as T&LPMT approved the courses to be reimbursed. March 17, 2016. Advise coordinator that advance will be accepted for 16-17 to submit revised applications with appropriate dates. 21-03-2016. Receive new package april 11, 2016. Advance were wrongly entered by NIRU when it was resubmitted to be reentered the course had already started, for which an advance could not be given, as it had started. Cancel the advance.
	PAC	CGOS 300 - Understanding & designing cognitive systems	University of British Columbia	In-Class	04-01-2016 to 08-04-2016	\$ 650.00		06-Jun-16			27-07-2016	\$498.81	\$ 498.81	
	PAC	CPSC 322 - Intro to artificial intelligence	University of British Columbia	In-Class	04-01-2016 to 08-04-2016	\$ 650.00		06-Jun-16			27-07-2016	\$498.81	\$ 498.81	
	PAC	CPSC 404 - advance relational database	University of British Columbia	In-Class	04-01-2016 to 08-04-2016	\$ 650.00		06-Jun-16			27-07-2016	\$498.81	\$ 498.81	
	PAC	CPSC 416 - distributed systems	University of British Columbia	In-Class	04-01-2016 to 08-04-2016	\$ 650.00		06-Jun-16			27-07-2016	\$498.81	\$ 498.81	
	PAC	PHIL 3109 - foundations of ethics	Kwantlen Polytechnic University	In-Class	04-01-2016 to 21-04-2016	\$ 571.19		06-Jun-16					\$ 477.19	PAYEE 117162020
	PAC	Crim 2140 interviewing & professional skills	Douglas College	In-Class	04-01-2016 to 08-04-2016	\$ 397.15		06-Jun-16			23-03-2017		\$ 528.35	
	PAC	HIST438W: Problems in th e history of the british empire	Simon Fraser University	In-Class	11-01-2016 to 12-04-2016	\$ 354.78		06-Jun-16			03-04-2017		\$ 354.78	23/03/2017 - EAP Coord. is sending final missing document (proof of grades and credits) Reimbursement of 50% of 709.56
	PAC	HIST327 Canadian Labour and working class history	Simon Fraser University	In-Class	11-01-2016 to 12-04-2016	\$ 354.78		06-Jun-16			03-04-2017		\$ -	23/03/2017 - EAP Coord. is sending final missing document (proof of grades and credits) Reimbursement of 50% of 709.5
	PRA	TTB1MSC - International Financial crime (MOD 5)	London Metropolitan University	On-Line	22-01-2016 to 22-05-2016	\$ 2,251.00		06-Jun-16			06-10-2016		\$ 2,587.78	
	PRA	Strategic change in the global environment (MOD 6	London Metropolitan University	On-Line	22-05-2016 to 22-09-2016	\$ 2,251.00		06-Jun-16			23-03-2017		\$ 2,587.78	T&LPMT approval required - Currently registered - June 8, 2016
	PRA	Internet, Trade Law ISSS 876	NA	NA	05-01-2016 to 15-04-2016	\$ 2,001.00		06-Jun-16			23-06-2016		\$ 2,069.64	
	PRA	MKTG-250 Marketing Essentials	SAIT Polytechnic	In-Class	09-05-2016 to 19-08-2016	\$ 585.00		06-Jun-16					\$ 587.46	transaction completed may 23, 2017
	PRA	ECON-250 Microeconomics	SAIT Polytechnic	In-Class	11-01-2016 to 29-04-2016	\$ 650.00		06-Jun-16			27-09-2016		\$ 626.91	
	PRA	SWRK 1310 - Intro to social welfare policy analysis	University of Manitoba	In-Class	06-01-2016 to 08-04-2016	\$ 295.00		06-Jun-16			27-09-2016		\$ 322.78	50% of 590
	PRA	RLGN 1450 - Religion and the Media	University of Manitoba	In-Class	06-01-2016 to 08-04-2016	\$ 280.00		06-Jun-16			27-09-2016		\$ 306.55	50% of 560
	PRA	FAM11420 - Family management principles	University of Manitoba	In-Class	06-01-2016 to 08-04-2016	\$ 280.00		06-Jun-16			27-09-2016		\$ 306.55	50% of 560
	PRA	MGMT5101 - Master PA - Gen'l structure & organization course	Dalhousie University	On-Line and In-Class	04-01-2016 to 17-04-2016	\$ 2,150.00		06-Jun-16			23-06-2016		\$ 2,150.00	
	QUE	GRH11014 Aspects humains des org.	Université du Québec a Rimouski	In-Class	12-02-2016 to 26-04-2016	\$ 400.00		06-Jun-16			23-06-2016		\$ 413.99	
	QUE	Gestion budétaire	Ecole nationale d'administration publique	In-Class	06-01-2016 to 26-04-2016	\$ 375.00		06-Jun-16			23-06-2016		\$ 423.03	
	QUE	Droit international public	Université Laval	In-Class	11-01-2016 to 22-04-2016	\$ 400.00		06-Jun-16			23-06-2016		\$ 331.40	
	QUE	4-902-15 - Contrôle de gestion stratégique	HEC Montréal	In-Class	05-01-2016 to 10-04-2016	\$ 1,433.57		06-Jun-16			27-07-2016		\$ 1,462.68	
	QUE	BRH316 Organ. Conflict & negotiation	Bishop's University	In-Class	06-01-2016 to 22-04-2016	\$ 472.00		06-Jun-16			23-06-2016		\$ 514.81	
	QUE	BAC122 Purposes of accounting	Bishop's University	In-Class	05-03-2016 to 22-04-2016	\$ 476.00		06-Jun-16			23-06-2016		\$ 498.01	
	QUE	MPA 533 - Borders in globalization	Collège Royal Militaire	In-Class	11-01-2016 to 29-04-2016	\$ 200.00		06-Jun-16			23-06-2016		\$ 1,130.00	remboursement demande 8 juin 2016
	QUE	MP 581 - Decision an policy analysis	Collège Royal Militaire	In-Class	11-01-2016 to 29-04-2016	\$ 200.00		06-Jun-16			23-06-2016		\$ 1,130.00	remboursement demande 8 juin 2016
	QUE	ADM4025Seminare Thématique en gestion des RH	TELUQ	On-Line	08-02-2016 to 31-05-2016	\$ 353.08		06-Jun-16			27-07-2016		\$ 345.08	
	SOR	Co-dependency as an addiction	Shenando College	NA	16-01-2016 to 19-04-2016	\$ 417.54		06-Jun-16			27-07-2016		\$ 417.54	Asked to obtain info on the credit as I do not see any in the course description.
	SOR	CRJ520A - Intro to statistical analysis	Niagara University	In-Class	19-01-2016 to 10-05-2016	\$ 2,180.00		06-Jun-16			20-01-2017		\$ 3,057.80	Final package sent to NIRU on January 20, 2017. Missing Annex B and business case
	SOR	CRJ530A - Seminar in Professional ethics & liability	Niagara University	In-Class	19-01-2016 to 10-05-2016	\$ 2,180.00		06-Jun-16			20-01-2017		\$ 3,065.00	Final package sent to NIRU on January 20, 2017. Missing Annex B and business case
	SOR	CRJ585 ONLA - Criminal justice in the Netherlands	Niagara University	In-Class	19-01-2016 to 10-05-2016	\$ 2,180.00		06-Jun-16			20-01-2017		\$ 3,024.00	Final package sent to NIRU on January 20, 2017. Missing Annex B and business case
	OPS	CRIS 370 Youth Justice	Athabasca University	On-line	01-01-2016 to 30-06-2016	\$ 794.00		06-Jun-16			11-08-2016	\$ 794.00	\$ 794.00	is registered and will submit documents. June 8, 2016
	ISTB	ACCT253 Intro Financial Accounting	Athabasca University	On-line	01-03-2016 to 01-07-2016	\$ 794.00		06-Jun-16			2016-11-22		\$ 794.00	
	PROG	MNG1623 - Théorie des organisations	Université du Québec en Outaouais	In-Class	15-01-2016 to 22-04-2016	\$ 500.00		06-Jun-16			06-10-2016		\$ 387.92	
	ISTB	INCD 6012 Lab 2: Prototype generation	NA	NA	08-01-2016 to 29-04-2016	\$ 4,652.00		06-Jun-16			23-03-2017		\$ 1,522.20	Cours INDC601 inclusive design a changé pour INCD6012 Lab 2: Prototype generation - formulaire doit être corrigé 3 cours pour \$4652
	ISTB	INCD 6004 Cultural Change	Ontario College of Art and Design	On-line	08-01-2016 to 29-04-2016			06-Jun-16			23-03-2017		\$ 1,522.20	
	ISTB	INCD 6008 Major Project Proposal	Ontario College of Art and Design	On-line	08-01-2016 to 29-04-2016			06-Jun-16			23-03-2017		\$ 1,522.20	
	ISTB	INCD 6007: inclusive art, design & communication	Ontario College of Art and Design	In-Class	15-08-2016 to 28-08-2016	\$ 4,562.00		06-Jun-16			23-03-2017		\$ 4,562.00	
	ISTB	INCD 6006: the difference	Ontario College of Art and Design	On-line	06-09-2016 to 15-12-2016	\$ 4,726.00		06-Jun-16			23-03-2017		\$ 1,007.73	\$4726 pour les 3 cours
	ISTB	ADX 6296 International Business Consulting			08-01-2016 to 30-04-2016	\$ 1,938.00		06-Jun-16					\$ -	Cindy requested PAYE close email email May 2 2017
	ISTB	ADX 6266 Principles of Negotiation			08-01-2016 to 30-04-2016	\$ 1,938.00		06-Jun-16					\$ -	course completed - seeking reimb.
	ISTB	ADX 6230 Change Management			08-01-2016 to 30-04-2016	\$ 1,938.00		06-Jun-16					\$ -	course completed - seeking reimb.
	ISTB	INCD 6010: Lab 3: inclusive design in context	Ontario College of Art and Design	On-line	06-09-2016 to 16-12-2016			06-Jun-16			23-03-2017		\$ 1,007.73	
	ISTB	INCD 6011: Major Project part 1	Ontario College of Art and Design	On-line	06-09-2016 to 16-12-2016			06-Jun-16			23-03-2017		\$ 2,840.53	
	ISTB	ADM6660 MBA - Gestion de projet	University of Ottawa	In-Class	04-01-2016 to 29-04-2016	\$ 750.00		06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622009
	ISTB	MBA5641 - MBA Comptabilité & stratégie I	NA	NA	04-01-2016 to 29-04-2016	\$ 750.00		06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622010
	ISTB	MBA5531 - MBA Comportements organisationnels	NA	NA	04-01-2016 to 29-04-2016	\$ 750.00		06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622011
	ISTB	MBA5501 - MBA inference statistique : prévoir et décider	NA	NA	04-01-2016 to 29-04-2016	\$ 750.00		06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622012
					01.12.2014 to 06.07. 2016 start date updated: February 2015				T&LPMT - Marc 2016	\$ 20,000.00			\$ -	E sent all documents and proof of success directly to finance see copy of WORD doc into e e file 2016-2017 + email confirming closure MD 1/9/2017.
	OPS												\$ -	advance out of 2014-2015
	ISTB	MBA5740 - MBA - information comptable et décision	NA	NA	04-01-2016 to 29-04-2016	\$ 750.00		06-Jun-16					\$ 896.34	Paid 13.06.2017 - PAYE closed 1171622013
	OPS	CML23128 Administrative Law	University of Ottawa	In-Class	01.02.2015 to 12.04.2015	\$ 1,681.83		T&LPMT - March 17, 2016					\$ 1,681.83	Employee left agency, however, all reimbursement document were received before his departure.
	OPS	CML3303E The Law of Evidence	University of Ottawa	In-Class	01.02.2015 to 12.04.2015	\$ 1,681.00		T&LPMT - March 17, 2016			23-03-2017		\$ 1,681.83	Reimbursement - document completed and payment received.
	PROG	MBA8401 - Statistiques et prise de décision	Université du Québec a Montreal	In-Class	09-01-2016 to 29-05-2016	\$ 750.00		06-Jun-16			27-09-2016		\$ 119.55	Ai retourné les formulaires pour approbation par le gestionnaire 7 janv 2016
	PROG	MBA8402 - Environnement macroéconomique de l'entreprise	Université du Québec a Montreal	In-Class	09-01-2016 to 29-05-2016	\$ 750.00		06-Jun-16			27-09-2016		\$ 338.48	Ai retourné les formulaires pour approbation par le gestionnaire 7 janv 2016
	PROG	MBA8410 - L'individu et l'organisation	Université du Québec a Montreal	In-Class	09-01-2016 to 29-05-2016	\$ 750.00		06-Jun-16			27-09-2016		\$ 512.53	Ai retourné les formulaires pour approbation par le gestionnaire 7 janv 2016
	PROG	MBA8400 - introduction aux statistiques et à la prise de décisions	Université du Québec a Montreal	In-Class	09-01-2016 to 29-05-2016	\$ 750.00		06-Jun-16			27-09-2016		\$ 273.89	Ai retourné les formulaires pour approbation par le gestionnaire 7 janv 2016
	PROG	Frais généraux	Université du Québec a Montreal	NA				06-Jun-16			27-09-2016		\$ 161.38	
	COMP	INF 4193 Gestion des projets informatiques	Université du Québec en Outaouais	In-Class	12-01-2016 to 19-04-2016	\$ 446.79		06-Jun-16			11-08-2016	447.54	\$ 447.54	

Total				61	\$	1,150.68						\$	62,589.38	
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## Ghosh, Shraboni

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**From:** McPherson-Campos, Terry  
**Sent:** February 20, 2020 04:26 PM  
**To:** Jacob, Richard; Batten, Kimberly  
**Cc:** Ghosh, Shraboni  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick:

In the last three years I do not have any tuition requests for OPOD.

for Cod we had two:

Approved full reimbursement 100%  
Denied 100%

Thanks,

Terry

*Terry McPherson - Campos*

Manager / Business Services Unit / Commercial & Outport Operations  
Canada Border Services Agency / Government of Canada  
Telephone: 905-676-7561 / facsimile: 905-612-5069 / TTY: 1-866-335-3237  
[terry.mcpherson.campos@cbsa-asfc.gc.ca](mailto:terry.mcpherson.campos@cbsa-asfc.gc.ca)

Gestionnaire / Unité des services aux entreprises / Opérations commerciales et de sortie  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Téléphone: 905-676-7561 / télécopie: 905-612-5069 / TTY: 1-866-335-3237  
[terry.mcpherson.campos@cbsa-asfc.gc.ca](mailto:terry.mcpherson.campos@cbsa-asfc.gc.ca)

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**From:** Jacob, Richard <Richard.Jacob@cbsa-asfc.gc.ca>  
**Sent:** February 20, 2020 3:55 PM  
**To:** Batten, Kimberly <Kimberly.Batten@cbsa-asfc.gc.ca>  
**Cc:** McPherson-Campos, Terry <Terry.McPherson-Campos@cbsa-asfc.gc.ca>; Ghosh, Shraboni <Shraboni.Ghosh@cbsa-asfc.gc.ca>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020  
**Importance:** High

Hi guys,

Do we have anything on this, URGENT please??

Thanks,  
Rick

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**From:** Batten, Kimberly <[Kimberly.Batten@cbsa-asfc.gc.ca](mailto:Kimberly.Batten@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 4:21 PM  
**To:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Cc:** McPherson-Campos, Terry <[Terry.McPherson-Campos@cbsa-asfc.gc.ca](mailto:Terry.McPherson-Campos@cbsa-asfc.gc.ca)>; Ghosh, Shraboni <[Shraboni.Ghosh@cbsa-asfc.gc.ca](mailto:Shraboni.Ghosh@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick,

Shraboni Ghosh handles our ATIPS and if we received one for tuition payouts, then it would have been forwarded to Terry Mcpherson-Campos.

Thanks,

Kim

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**From:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 3:28 PM  
**To:** Batten, Kimberly <[Kimberly.Batten@cbsa-asfc.gc.ca](mailto:Kimberly.Batten@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Kim, have you received this request for BSMU?

Thanks,  
Rick

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 12:44 PM  
**To:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Rick,

We don't task BSMU from Matheson it has to go through the area that the BSMU deals with. Your BSMU's manager is Terry, since you share it with COD you might want to coordinate with them as well. The contacts are:  
Derek Kwan, Shraboni Ghosh, Parveen Mann

Thanks,  
Cristiana

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**From:** Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>  
**Sent:** February 11, 2020 9:23 AM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Cristiana, why did I get this, for BSMU ??

**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Sent:** February 7, 2020 2:30 PM

**To:** GTAR EIOD ATIP / RGT DELR AIPRP (CBSA/ASFC) <[CBSA-ASFC\\_GTAR\\_EIOD\\_ATIP@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_GTAR_EIOD_ATIP@cbsa-asfc.gc.ca)>; CBSA-ASFC\_PIA\_PassOps\_ATIP <[CBSA-ASFC\\_PIA\\_PassOps\\_ATIP@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_PIA_PassOps_ATIP@cbsa-asfc.gc.ca)>; Jacob, Richard <[Richard.Jacob@cbsa-asfc.gc.ca](mailto:Richard.Jacob@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hello everyone,

Please see below and task your respective BSMUs.

Thank you,  
Cristiana

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**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Sent:** February 7, 2020 1:48 PM

**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Cc:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>; Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>; Chua, Jacquelyn <[Jacquelyn.Chua@cbsa-asfc.gc.ca](mailto:Jacquelyn.Chua@cbsa-asfc.gc.ca)>

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Cristina,

This ATIP will need to be actioned to all the BSMUs. Trade/CPSD has been told but you will need to task the other BSMUs. This request is complicated therefore we will not have the stats until next week.

Thanks,  
Sharmila Christopher

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Sent:** February 6, 2020 2:05 PM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

Sorry but no extension granted.

Thanks,  
Cristiana

---

**From:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>

**Sent:** February 6, 2020 1:57 PM

**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>



**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Unfortunately, no extension can be given as the due date on this tasking was January 16, 2020. We will require a response asap as we are extremely late on this one.

Thanks,  
Nana

---

**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 12:49 PM  
**To:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>  
**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Nana,

Please see Sharmila's response below and advise.

Thank you,

Cristiana Istudor  
Administration and Materiel Management, Greater Toronto Area Region  
Canada Border Services Agency / Government of Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

Administration et Gestion du Matériel, Région du Grand Toronto  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

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**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Sent:** February 6, 2020 12:44 PM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Good Morning,

We need an extension. This situation is a little complicated. This tasking may need to be tasked to all the BSMUs .. Will provide more information once I get it..

Thanks,  
Sharmila Christopher

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**From:** Christopher, Sharmila  
**Sent:** February 3, 2020 11:45 AM  
**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020



Hi Cristiana,

See below Steven's response. I reached out to the BSMU. Will provide a routing slip once I get a response.

Thanks,  
Sharmila Christopher

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**From:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>  
**Sent:** January 31, 2020 5:52 PM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Scott, Martin <[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

I am sorry I might have missed the ATIP Request.

When I reviewed the ATIP requirements in details, I am not sure it has direct and strong linkage the Regional Finance unless they are asking for the expenditures which we could pull from the system. I have provided all the finance info I have in the other ATIP request (see separate email. In addition, we won't have any budget allocated to the tuition.

For the this ATIP Request, I would suggest you email the BSMU at the district/division, asking them to look at their files/records and see if they may keep the past records.. As per my understanding, we usually do not approve any tuition for reimbursement.

Hope this helps and thanks!  
Steven

**Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019. 1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. 4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. 5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. 6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were ineligible to receive reimbursement of eligible tuition costs due to failing grades. 7. Total amount of financial resources allocated by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition.**

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**From:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Sent:** January 31, 2020 2:55 PM  
**To:** Chao, Steven <[Steven.Chao@cbsa-asfc.gc.ca](mailto:Steven.Chao@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

See attached.

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**From:** Scott, Martin <[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)>

**Sent:** January 10, 2020 9:59 AM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi: Specifically ... how is this different from 2019-22942?

Martin Scott

Regional Manager, Financial Services

Corporate and Program Services Division/Division des services organisationnels et programmes

GTA Region/ Grand Region du Toronto

Canada Border Services Agency / Agence des services frontaliers du Canada

1980 Matheson Blvd. East, Mississauga, ON L4W 5R7

Tel: 905-803-5211/ Fax: 905-803-5414

[Martin.Scott@cbsa-asfc.gc.ca](mailto:Martin.Scott@cbsa-asfc.gc.ca)

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**From:** Christopher, Sharmila

**Sent:** January 8, 2020 12:07 PM

**To:** Scott, Martin

**Cc:** Grewal, Jyoti

**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi,

Please action. The deadline is next Thursday. Did you want me to ask for an extension?

Thanks,

Sharmila Christopher

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**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Sent:** January 8, 2020 11:22 AM

**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hello,

Please action and process this ATIP request in accordance with established procedures. Please take note of the due date, as failure to meet the deadline will result in a late response.

Should you be aware that a another area may hold records relevant to this request please advise as soon as possible.

ALL responses, including NIL, must be accompanied by a **Routing Slip (RS)**. A **Recommendations Memo**, is required to outline concerns on the release of information. Both the RS and Memo must be signed by the Director or assigned delegate. The **Routing Slip Template** and additional information are found in the links below.

Per prior notification all submissions must be placed in Apollo followed by an email to the regional ATIP mailbox advising it has been placed in Apollo. \*\*\* Please also note that submission copies are not retained at our end after being submitted to NHQ. It is recommended that you maintain a copy of submissions for future reference and resubmission in case the need arises. \*\*\*

Cristiana Istudor  
Administration and Materiel Management, Greater Toronto Area Region  
Canada Border Services Agency / Government of Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

Administration et Gestion du Matériel, Région du Grand Toronto  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

**From:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>  
**Sent:** January 8, 2020 9:20 AM  
**To:** CBSA-ASFC\_ATIP GTARG <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Subject:** Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

PROTECTED - PROTÉGÉ

OUR FILE / NOTRE REFERENCE: A-2019-22940 / NCLAR

Sent to / Envoyé à: Greater Toronto Area Region

Request Text / Texte de la demande :

=====

Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019. 1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. 4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. 5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. 6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were ineligible to receive

reimbursement of eligible tuition costs due to failing grades. 7. Total amount of financial resources allocated by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition.

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The above-noted formal Access to Information Act request was received by the CBSA on December 23, 2019. The Act requires that a request must be processed in 30 calendar days. In order to meet our legislated deadline, the records are due back in our office January 16, 2020. Detailed mandatory instructions and mandatory routing slip are available on the ATI-Privacy Division's site on ATLAS at the following link:

Please note that Pin-to-Pin communications are considered a record and must be provided if responsive to an ATIP request.

Note that you are not required to provide FOSS or GCMS notes or the ICES Traveler history pages as these will be extracted by our staff.

Ensure not to alter the records in any way and to provide all attachments to emails and BN's for example.

To assist you in making disclosure recommendations, we would direct your attention to the exemptions chapter of the following Treasury Board of Canada (TBS) Secretariat manuals:

TBS Access to Information Manual

<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maaitb-eng.asp>

TBS Privacy and Data Protection Guidelines - Exemptions

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25502>

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= URL Link to access the retrieval folder:

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\*\*\*\*\*

L'ASFC a reçu le 23 décembre 2019 la demande officielle précitée, présentée en vertu de la Loi sur l'accès à l'information. Selon la Loi, une demande doit être traitée dans les 30 jours civils. Afin de pouvoir respecter l'échéance prévue par la Loi, nous devons recevoir les documents le 16 janvier 2020. Des instructions détaillées obligatoires et la fiche de circulation obligatoire sont disponibles sur le site de la division AIPRP sur ATLAS au lien suivant:

Veuillez noter que les communications NIP-à-NIP sont considérés comme des documents et doivent être fournis en réponse à une demande d'AIPRP.

Veuillez prendre note que vous n'avez pas à fournir les notes du SSOBL ou du SMGC, ni les pages d'historique de voyages dans le SIED, car celles-ci seront extraites par notre personnel.

Assurez-vous de n'altérer les documents d'aucune façon et d'inclure toutes les pièces jointes pour les courriels et les notes de services entre autres.

Pour vous aider à formuler vos recommandations concernant l'information qui sera communiquée, veuillez consulter les chapitres des documents du Secrétariat du Conseil du Trésor (SCT) du Canada qui portent sur les exceptions :

Manuel de l'accès à l'information du SCT

<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maaitb-fra.asp>

Lignes directrices sur la protection des renseignements personnels - Exceptions du SCT

<http://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=25502&section=text>

=====  
= Le lien d'accès au dossier de collection:  
=====

Thank you. / Merci.

Nana Clarke-Okah

Senior Analyst

Canada Border Services Agency / Government of Canada

[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca) tel: 343-291-7531/TTY : 866-335-3237

Clarke-Okah, Nana

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**To:** Tsui, Zachary  
**Subject:** RE: PRIORITY: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

---

**From:** Chua, Jacquelyn <[Jacquelyn.Chua@cbsa-asfc.gc.ca](mailto:Jacquelyn.Chua@cbsa-asfc.gc.ca)>  
**Sent:** February 12, 2020 4:32 PM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>  
**Subject:** FW: PRIORITY: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hi Sharmila,

Please see BSMU's comments and findings below.

Thanks,

*Jacquelyn Chua*  
**Manager, BSMU**  
Tel: 416-973-6013 | Fax: 416-954-8337

---

**From:** Chua, Jacquelyn  
**Sent:** February 5, 2020 9:58 AM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>  
**Cc:** Grewal, Jyoti <[Jyoti.Grewal@cbsa-asfc.gc.ca](mailto:Jyoti.Grewal@cbsa-asfc.gc.ca)>  
**Subject:** RE: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Good morning Sharmila,

Please see my comments below:

Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019.

1. Number of individual employees that **applied** for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. → These applications first must be approved by the RDG, therefore to find out how many applications were submitted for RDG approval, I suggest the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information. It may be helpful to contact
2. Provide classification and position title for employees that **applied** for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.
3. Total number of applications **received** by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.
4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.
5. Number of applications **authorized** by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. → I will check my records to find out how many applications for TOD tuition reimbursement from 2015-2019 and CPSD tuition reimbursement from 2018-2019 were processed by BSMU. Our BSMU started servicing CPSD April 23<sup>rd</sup>, 2018. Previous to that, CPSD applications were processed within CPSD. To find out how many applications were processed for other districts in the GTA Region, I suggest reaching out to the other BSMUs.

CPSD WAVE 2-AMM, IT, FINANCE, PROGRAM SERVICES	Employee	Amount	Percentage	Comments
2015				
		\$1,440	Unkown	
		\$412.90	Unkown	Seminar and Excel Course Fee
2016				
		\$1,199.07	100%	
2017			0%	

TOD	Employee	Amount	Percentage	Comments
2015				
	Unknown	\$5,533.03	Unknown	
		\$75	100%	Firearms Safety
2016				
		\$167.16	50%	
		\$820.08	50%	



2018				
	AMM	\$800	Unknown	
2019				
		\$479	Unknown	
		\$479	Unknown	
		\$1,082.54	100%	
		\$5,085	100%	
		\$1,449	100%	
		\$4,633	100%	

CPSD Wave 1- HR		\$0
CPS Wave 1- Communication		\$0
CPSD Wave 1- Infrastructure		\$0
CPSD Wave 1- Security		\$0

		\$680.96	?	
2017				
		\$794	100%	Course Registration Fee
2018			0%	
2019				
		\$1,595.92		2019 Apex Symposium Regist Fee(GC211)

6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were **ineligible** to receive reimbursement of eligible tuition costs due to failing grades. → These applications first must be recommended by the director then approved by the RDG. Therefore to find out how many applications were submitted for RDG approval, I suggest contacting the directors of each District and their respective EA and Christina Mimikopoulos or Meegan Desforges as they may have this information.

7. Total amount of **financial resources allocated** by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition. → Note: Finance can provide a more accurate figure for the GTA Region by running CAS reports and checking their records of previous fiscal budget allocations. I will check my records and CAS to find out how many applications for TOD tuition reimbursement from 2015-2019 and CPSD tuition reimbursement from 2018-2019 were processed by BSMU. Our BSMU started servicing CPSD April 23<sup>rd</sup>, 2018. Previous to that, CPSD applications were processed within CPSD. To find out how many applications were processed for other districts in the GTA Region, I suggest reaching out to the other BSMUs.

**\*Budget allocated for “Training and Educational Services” + “Education Allowance” according to BSMU records(i.e. COMPAS templates, BPC templates) or GL Grouping-EC50.**

**\*\*BSMU started forecasting for CPSD April 23, 2018. Hence, for CPSD in previous fiscal years, BSMU ran CAS-5.23 MSA Free Balance report and assume that the actuals under GL for “Training and Educational Services” reflect the budget-I am not sure this is accurate. For 2018-2019 and 2019-2020, according to BSMU records(i.e. BPC templates) or GL Grouping-EC50.**

**\*\*\*Effective April 1, 2019, Communications, Infrastructure, Human Resources and Security reported to Headquarters. Hence, for CPSD in previous fiscal years, BSMU ran CAS-5.23 MSA Free Balance report and assume that the actuals under GL for “Training and Educational Services” reflect the budget-I am not sure this is accurate. For 2018-2019, according to BSMU records(i.e. BPC templates) or GL Grouping-EC50.**

YEAR	PROGRAM **SERVICES	HR***	INFRASTRUCTURE***	COMMUNICATIONS**	SECURITY***	TOD*	AMM**	ITLO**	FINANCE**
2014-2015	\$0.00	\$0.00	\$255.00	\$0.00	\$950.00	\$40,370.00	\$0.00	\$0.00	\$412.90
2015-2016	\$1,199.07	\$0.00	\$0.00	\$1,235.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$1,440.00
2016-2017	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$745.00	\$988.75	\$0.00	\$0.00
2017-2018	\$50.00	\$0.00	\$0.00	\$635.00	\$0.00	\$1,000.00	\$800.00	\$0.00	\$0.00
2018-2019	\$0.00	\$9,203.70	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$0.00	\$9,376.00
2019-2020	\$0.00	HQ	HQ	HQ	HQ	\$8,000.00	\$0.00	\$0.00	\$6,271.00

I hope this helps. If there are any questions, please let me know.

Thanks,

*Jacquelyn Chua*  
**Manager, BSMU**  
Tel: 416-973-6013 | Fax: 416-954-8337  
Teletypewriter: 1-866-335-3237  
[jacquelyn.chua@cbsa-asfc.gc.ca](mailto:jacquelyn.chua@cbsa-asfc.gc.ca)  
Canada Border Services Agency, 1 Front Street West, Toronto, ON M5J 2X5  
Agence des services frontaliers du Canada, 1 rue Front, Ouest, Toronto, ON M5J 2X5

**From:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>  
**Sent:** January 8, 2020 11:22 AM  
**To:** Christopher, Sharmila <[Sharmila.Christopher@cbsa-asfc.gc.ca](mailto:Sharmila.Christopher@cbsa-asfc.gc.ca)>

**Cc:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** FW: Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

Hello,

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*ALL responses, including NIL, must be accompanied by a **Routing Slip (RS)**. A **Recommendations Memo**, is required to outline concerns on the release of information. Both the RS and Memo must be signed by the Director or assigned delegate. The Routing Slip Template and additional information are found in the links below.*

*Per prior notification all submissions must be placed in Apollo followed by an email to the regional ATIP mailbox advising it has been placed in Apollo. \*\*\* Please also note that submission copies are not retained at our end after being submitted to NHQ. It is recommended that you maintain a copy of submissions for future reference and resubmission in case the need arises.\*\*\**

Cristiana Istudor  
Administration and Materiel Management, Greater Toronto Area Region  
Canada Border Services Agency / Government of Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

Administration et Gestion du Matériel, Région du Grand Toronto  
Agence des services frontaliers du Canada / Gouvernement du Canada  
Tel: (905)803-5310 / [Cristiana.Istudor@cbsa-asfc.gc.ca](mailto:Cristiana.Istudor@cbsa-asfc.gc.ca)

---

**From:** Clarke-Okah, Nana <[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca)>

**Sent:** January 8, 2020 9:20 AM

**To:** CBSA-ASFC\_ATIP GTARg <[GTA-ATIP@cbsa-asfc.gc.ca](mailto:GTA-ATIP@cbsa-asfc.gc.ca)>

**Subject:** Retrieval Notice / Avis de récupération #A-2019-22940 / NCLAR - Due Date / Date d'échéance: January 16, 2020/16 janvier 2020

PROTECTED - PROTÉGÉ

OUR FILE / NOTRE REFERENCE: A-2019-22940 / NCLAR

Sent to / Envoyé à: Greater Toronto Area Region

Request Text / Texte de la demande :

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Please provide the information requested below for each of the following years - 2015, 2016, 2017, 2018, and 2019. 1. Number of individual employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 2. Provide classification and position title for employees that applied for course approval, advance and reimbursement of eligible tuition costs in the Canada Border Services Agency - Greater Toronto Area Region. 3. Total number of applications received by Canada Border Services Agency - Greater Toronto Area Region for consideration of tuition reimbursement assistance. 4. Total number of applications for course approval, advance and reimbursement of eligible tuition costs that were rejected at the discretion of Canada Border Services Agency - Greater Toronto Area Region. 5. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition that received: 25% of estimated cost; 50% of estimated cost; 75% of estimated cost; and 100% of estimated cost. 6. Number of applications authorized by Canada Border Services Agency - Greater Toronto Area Region that were ineligible to receive reimbursement of eligible tuition costs due to failing grades. 7. Total amount of financial resources allocated by Canada Border Services Agency - Greater Toronto Area Region for reimbursement of eligible tuition.

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The above-noted formal Access to Information Act request was received by the CBSA on December 23, 2019. The Act requires that a request must be processed in 30 calendar days. In order to meet our legislated deadline, the records are due back in our office January 16, 2020. Detailed mandatory instructions and mandatory routing slip are available on the ATI-Privacy Division's site on ATLAS at the following link: Please note that Pin-to-Pin communications are considered a record and must be provided if responsive to an ATIP request.

Note that you are not required to provide FOSS or GCMS notes or the ICES Traveler history pages as these will be extracted by our staff.

Ensure not to alter the records in any way and to provide all attachments to emails and BN's for example.

To assist you in making disclosure recommendations, we would direct your attention to the exemptions chapter of the following Treasury Board of Canada (TBS) Secretariat manuals:

TBS Access to Information Manual  
<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maatb-eng.asp>

TBS Privacy and Data Protection Guidelines - Exemptions  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25502>

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= URL Link to access the retrieval folder:

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L'ASFC a reçu le 23 décembre 2019 la demande officielle précitée, présentée en vertu de la Loi sur l'accès à l'information. Selon la Loi, une demande doit être traitée dans les 30 jours civils. Afin de pouvoir respecter l'échéance prévue par la Loi, nous devons recevoir les documents le 16 janvier 2020. Des instructions détaillées obligatoires et la fiche de circulation obligatoire sont

disponibles sur le site de la division AIPRP sur ATLAS au lien suivant:  
NIP-à-NIP sont considérés comme des documents et doivent être fournis en réponse à une demande d'AIPRP.

Veuillez noter que les communications

Veuillez prendre note que vous n'avez pas à fournir les notes du SSOBL ou du SMGC, ni les pages d'historique de voyages dans le SIED, car celles-ci seront extraites par notre personnel.

Assurez-vous de n'altérer les documents d'aucune façon et d'inclure toutes les pièces jointes pour les courriels et les notes de services entre autres.

Pour vous aider à formuler vos recommandations concernant l'information qui sera communiquée, veuillez consulter les chapitres des documents du Secrétariat du Conseil du Trésor (SCT) du Canada qui portent sur les exceptions :

Manuel de l'accès à l'information du SCT  
<https://www.tbs-sct.gc.ca/atip-aiprp/tools/atim-maaitb-fra.asp>

Lignes directrices sur la protection des renseignements personnels - Exceptions du SCT  
<http://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=25502&section=text>

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= Le lien d'accès au dossier de collection:

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Thank you. / Merci.

Nana Clarke-Okah  
Senior Analyst  
Canada Border Services Agency / Government of Canada  
[Nana.Clarke-Okah@cbsa-asfc.gc.ca](mailto:Nana.Clarke-Okah@cbsa-asfc.gc.ca) tel: 343-291-7531/TTY : 866-335-3237